



Panel Member Professional Fees & Expenses Claim Form

This form can be submitted in place of an invoice.

Name:

Case:

Date of Claim:

Invoice Number:

Email:

Description	Amount	VAT (if applicable)	Sub Total
Professional Fees (full breakdown of time required)	£	£	£
Disbursements (receipts required)	£	£	£
Other (receipts required)	£	£	£
TOTAL	£	£	£

VAT

If you are registered for VAT, please add this to the VAT column above and insert your VAT number below.

VAT number:

For international members, it is expected that the Reverse Charge mechanism will be applicable which should result in zero VAT on this claim form.

Bank account details for payment

Account Name		Sort Code	
Bank		Account Number	

Payment terms

Professional fees and expense claims will be paid upon conclusion of the case and once Sport Resolutions is in funds from the client, unless otherwise agreed. Ordinarily, this will be within 30 days.

International only

For payments to bank accounts outside of the United Kingdom please include international transfer details, as applicable:

IBAN		SWIFT / BIC	
Routing Number (US)		NCC	
Bank address			

Payment will be made in GBP unless agreed otherwise. Sport Resolutions will pay any international bank transfer fees.

Submission

Please send a completed professional fees and expenses claim form to the relevant Case Manager either in soft-copy via email, or in hard-copy to Sport Resolutions, 1 Paternoster Lane, St Paul's, London, EC4M 7BQ.

Please note that a full timesheet should accompany a claim form when the agreement is for anything other than a fixed fee. Additionally, receipts should accompany any claim for expenses and disbursements.

Queries to resolve@sportresolutions.com

Internal Approval		
Checks	Initials	Date
Accurate Time Records		
Quality Assurance		
Terms of Business		

Approved for payment	YES	NO
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Initials: